

**EFFECTIVE**

June 1, 2019.

**Subject(s)****Administrative Policy Human Resources (APR)****APR-214, Administrative Leave**

Administrative leave can be used for jury duty if supported by appropriate documentation. **Note:** Code time in SIGMA as **JUR1**.

*Reason:* Policy clarification.

**APR-419, Supplemental Employment**

Michigan Department of Health and Human Services (MDHHS) employees may participate in supplemental employment provided the conditions set forth in this policy and applicable Michigan Civil Service Commission Rules are maintained.

*Reason:* Typographical error corrected.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APR 214](#)

[APR 419](#)